

## LENDER'S CHECKLIST FOR HIP 120 PACKET

This checklist is provided to help guide lenders through the documents that HIP 120 staff will need in order to process a loan file requesting HIP 120 funds. There are basic documents that will be necessary for all files you submit for HIP 120 funds. The Housing Loan Officer will contact you after receipt of your file to advise you if any additional documentation is needed. Visit [www.sanantonio.gov/NHSD/programs/downpayment](http://www.sanantonio.gov/NHSD/programs/downpayment) for more information.

**Coordinate with your real estate agent to send these as soon as they are available. HIP 120 will use these documents to open a new file and conduct the HIP/ UPCS Property Review even though your lender file may not yet be complete.**

1. Copy of purchase contract receipted by the Title Company; including all addenda.
2. Copy of the Property Inspection Report for the subject property (including completed inventory for new construction)

**The file should be complete and credit approved, before submitting to NHSD, or it will be rejected. Files are worked on a first come first serve basis. ALL Doc packages need to be legible to send via Email.**

- ☐ **1. Lender's Cover Sheet** should include the name, address, phone number & email of the loan officer. Provide the buyer's name, property address, number of bedrooms and the amount of HIP120 General funds requested. *Additional detailed information, i.e., how many in household, relationship, gender, NPS employed, Buyers' email addresses, as well as other information pertinent to HIP loan that is not on your standard forms.*
- ☐ **2. Copy of Texas ID Photo and SS card** for the borrower, co-borrower and **ANY additional** adult household members. Birth certificates for any minors in the household.
- ☐ **3. Signed Loan Estimate**
- ☐ **4. Itemized Fees Worksheet**
- ☐ **5. Copy of purchase contract** receipted by the Title Company; including **all addenda and/or (Extension of contract)**
- ☐ **6. Lead Base Paint Addendum** (any home older than 1979)
- ☐ **7. Signed Loan Application**; by all borrowers and completed with employment status if applicable.
  - a. Identify Non-Purchasing Spouse (NPS), partner, live in, etc. on the Lenders coversheet.
- ☐ **8. Occupancy Standards**: Refer to page 13 On our guidelines for this criteria
- ☐ **9. Verification of Employment**: For each borrower and adult household member that is employed; this should be current and signed by the employer's representative
- ☐ **10. Proof of income** : Submit for Applicant(s), and other adult household members. *Household income consists of all money received or earned by any person 18 years of age or older, who currently resides or who will reside in the home. Any form of the following should be submitted.*

- Two (2) current months of consecutive pay stubs for ALL persons who will occupy the residence 18 years and older and
- Current year benefit letters for All household members (e.g. Social Security, SSI) and
- Verification of income from public assistance, and
- Separate maintenance payments (alimony) and
- Submit 6 (six) current month's child support payment record as evidenced by the Bexar County Child Support registry or Attorney General's office.

- ☐ **11. Single Parent Household - Divorce Decree, final (if applicable);**
- ☐ **12. Six (6) months most current consecutive checking bank statements** *ALL* adults household member
- ☐ **13. One (1) month most current savings bank statement** *ALL* adults household member
- ☐ **14. Homebuyers' Class certificate** from HUD approved class - copy
- ☐ **15. Wire Instructions**
- ☐ **16. Flood Certification**
- ☐ **17. Flood Insurance Declaration Page** (if apply)
- ☐ **18. Homeowners Insurance Declaration Page**
  - Mortgagee Clause: City of San Antonio, Loan Servicing, 1400 S Flores, San Antonio, TX 78204
- ☐ **19. Title Commitment & Title Policy;**
  - Must show ***City of San Antonio*** as 2nd lien holder for total HIP80 DPA amount **without endorsements**
- ☐ **20. Appraisal Report** – copy
- ☐ **21. Final Appraisal Report** (applicable if Appraisal value was "subject to")

There forms are internal to HIP 120 and can be provided to you: (also available on our website <https://www.sanantonio.gov/NHSD/Programs/DownPayment>)

1. Certification of Zero Income (a form for adults in the household with zero income)
2. Zero Asset Affidavit (a form for adults in the household with no assets)
3. Lender's Cover Sheet

**Please do not send any extra documents that are not listed on this checklist.**

**HIP staff will contact you if more documentation is necessary.**

***COSA – NHSD reserves the right to return and or suspend incomplete packets***